

**City of Saint Paul
Department of Safety and Inspections**

VACANT BUILDING REGISTRATION FORM

Date: _____

Address of Property: _____

Disposition of this building (please check one):

☐ I plan to rehabilitate this structure commencing: _____

☐ I plan to demolish (wreck and remove) this building by: _____

☐ I am willing to authorize the City of Saint Paul to demolish and remove this building(s).

☐ This building is vacant as a result of fire damage. The fire occurred on _____. I, as the property owner, want to claim registration and fee exemption status for ninety (90) days from the date of the fire. I intend to repair and reoccupy the building.

Other: _____

Persons who will be responsible for compliance with the requirements of ordinance:

NAME	ADDRESS	HOME NO.	WORK NO.
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Persons, lienholders, mortgagees, mortgagors and other interested parties known to me:

NAME	ADDRESS	HOME NO.	WORK NO.
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Please Print Your Name

Signature

Date of Birth

Address

City

State

Zip

Telephone

Please complete and return this form with your check made payable to the "City of Saint Paul" to:

**City of Saint Paul
Vacant Buildings
Department of Safety and Inspections
1600 White Bear Avenue
St. Paul, MN 55106**

Thank you for your cooperation.

**City of Saint Paul
Department of Safety and Inspections
Vacant Buildings**

Requirements, Regulations and Information

The Council of the City of Saint Paul has adopted ordinances regulating vacant and unoccupied structures.

You must register this building with St. Paul Department of Safety and Inspections, Vacant/Nuisance Buildings Code Enforcement Unit if the building is unoccupied and:

1. **Unsecured, or**
2. **Secured by other than normal means, or**
3. **A dangerous structure, or**
4. **Condemned, or**
5. **Has multiple housing or Building Code violations, or**
6. **Is condemned and illegally occupied, or**
7. **Is unoccupied for a period of time longer than one year during which time the Enforcement Officer has issued an order to correct nuisance conditions.**

Registration Requirements

1. **Submit the enclosed Vacant Building Registration Form within 30 days, describing plans for rehabilitating and reoccupying or demolishing the building.**
2. **Disclose all pertinent ownership information.**
3. **Disclose all pertinent lienholders.**
4. **Disclose any current Truth-in-Sale of Housing Disclosure Reports.**
5. **Pay the annual Vacant Building Registration fee within 30 days of receiving this letter.**
NOTE: If the building is vacant due to a fire, you have 90 days to pay the Vacant Building fee, provided you submit the enclosed Vacant Building Registration Form within 30 days informing us of your plans for the building.
6. **Provide unencumbered access to all portions of the premises of the buildings to permit the Enforcement Officer to make a complete inspection.**

Owners, agents, assignees and all responsible parties are required to comply with the following requirements of the Saint Paul Legislative Code:

1. **Keep all buildings secure.**
2. **Keep all porches, stairs, and exterior premises free of refuse, junk and debris.**
3. **Cut grass and weeds.**
4. **Remove snow and ice from sidewalks.**

The City has financial assistance programs. Please contact the Department of Planning and Economic Development at (651) 266-6700.